

U.S. EMBASSY KUWAIT

VACANCY ANNOUNCEMENT NO. 027A-07

OPEN TO: ALL INTERESTED CANDIDATES – ALL AGENCIES

POSITION: COMMERCIAL SPECIALIST
GRADE: FSN-1510-08*; FP-06** (TRAINING/DEVELOPMENTAL LEVEL)

OR

COMMERCIAL SPECIALIST
GRADE: FSN-1510-07*; FP-07** (TRAINING/DEVELOPMENTAL LEVEL)

OPENING DATE: July 10, 2007

CLOSING DATE: July 24, 2007

WORKING HOURS: FULL TIME: 40 hours per week

SALARY: Training/Developmental level:

Not-Ordinarily Resident (NOR):
US\$ 35,864 p.a. (Starting Salary); Position Grade: FP-06
(** Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD 8,056 p.a. (Starting Salary)
Position Grade: FSN-8
* Actual grade and salary will be based on the qualifications of the applicant.

Training/Developmental level:

Not-Ordinarily Resident (NOR):
US\$ 32,062 p.a. (Starting Salary); Position Grade: FP-07
(** Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD 6,862 p.a. (Starting Salary)
Position Grade: FSN-7
* Actual grade and salary will be based on the qualifications of the applicant.

Note: All applicants who are not the family members of USG employees officially assigned to post and under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy in Kuwait is seeking individual for employment in country for the position of a Commercial Specialist in the Foreign Commercial Service.

BASIC FUNCTION OF POSITION

The incumbent of this position serves as a Senior Marketing Advisor to the Commercial Officer for the Foreign Commercial Service.

Duties include:

- Conducts market research, requiring a high degree of technical accuracy, reliability, validity, and analytical assessment, in major and complex industry sector, such as telecommunications, defense, petroleum, etc., which are special interest to U.S. industry..
- Follows and monitors the development of changes in the economic, industry and trade policies of the host government.
- Counsels U.S. businessmen and provides advice on market opportunities in Kuwait, local business laws and regulations, key government and industry contacts, government-industry linkages, and other factors which help the visiting company in developing an appropriate marketing strategy for Kuwait.
- Monitors export control administration issues, and counsels Kuwaiti importers of hi-tech U.S. equipment about the U.S. export control laws and educates them of the American concern about illegitimate use or diversion of technologies and equipment.
- Plans, organizes and manages trade promotion events, such as seminar missions, trade exhibits and trade mission to Kuwait, particularly in the industry sector.

REQUIRED QUALIFICATIONS:

1. Possession of a University degree. Preferred areas of study are: Commerce, Economics, Marketing, Business Administration, Public Relations, Political Science, English studies, Engineering, Environmental Sciences, Mathematics, or Journalism field.
2. One to three years of experience in an economic, commercial, marketing, customer service, writing, public relations, or information field.
3. Level IV (fluent) in English and Arabic. Ability to type in both languages.
4. Ability to gain knowledge of Kuwait's economy, business customs, practices, market channels, laws, regulations, and policies related to assigned commercial functions.
5. Skill in the use of computer programs such as MS Word, Excel, and Outlook.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION PROCESS:

- Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Currently employed U.S. citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position should submit the following or the application **will not** be considered:

- Optional Application for Federal Employment (OF-612) or
- A current resume or curriculum vitae that provides the same information as an OF-612; plus
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Any other documentation (e.g. copy of driver's license, residence permit, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy Kuwait

DEFINITIONS:

1. Appointment Eligible Family Members (AEFM): A type of Eligible Family Member (EFM) that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service (CS) or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission (COM) authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil or Foreign services.

2. Eligible Family Member (EFM): Family members who are at least age 18 and are listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household (MOH): A person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the COM as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, CS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under COM authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: COB JULY 24, 2007

An Equal Opportunity Employer

The U.S. Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.